



Name of School	Becontree Primary School
AUP review Date	September 2025
Date of next Review	September 2026
Who reviewed this AUP?	Computing Coordinator

Community Users Acceptable Use Agreement (AUP)

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school.

- I understand that my use of school systems may be monitored
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting
- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. I will not try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person, including concerns relating to cyberbullying, grooming, sexting, exploitation or radicalisation.
- I will not access, copy, remove or otherwise alter any other user's files, without permission
- I will not take and / or publish images of others (particularly pupils) unless I have the relevant permission from the individual/ parent or carer and the school. I will not use my personal equipment to record these images, without prior permission. If images are published it must not be possible to identify by name, or other personal information, those who are featured. I will not store or share school-related images/files on personal devices or cloud accounts
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school. This includes posting or commenting about school-related content on social media
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not install or attempt to install programs of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so
- I will not disable or cause any damage to school equipment, or the equipment belonging to others
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- Where work is protected by copyright, I will not download or distribute copies (including music, videos and images)
- I will not use AI or other emerging technologies (e.g., text, image, or video generators) in ways that could breach safeguarding, copyright, or data protection requirements.
- I will respect the requirements of the Data Protection Act 2018 (GDPR) when handling or accessing any personal data.
- I understand that if I fail to comply with this Acceptable Use Agreement, the school has the right to remove my access to school systems / devices

I have read and understand the above and agree to use the school IT systems and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed:

Date:

Full name: